

ARMA COLUMBUS CHAPTER BOARD MEETING MINUTES

DATE: January 22, 2009

LOCATION: SERS

ATTENDEES:

BOARD MEMBERS:					
Chairman of the Board	Cathy Stanley	X	President	Jim Fielden	X
Vice President	Kathy Clark	X	Treasurer	Robert Eudy	X
Secretary	Sheila Campbell	X	Director-Seminar	Marty Susec	X
Director-Membership	Yvonne Harris		Director-Newsletter	Melissa Roach	X
Director-Web Site	Dan Noonan	X	Director-Marketing	Linda McCormick	
Director-Community Services	Debbie Gantt	X			
OTHERS:					
Mike Johnson	Mike Purington				

Meeting called to order at 12:20 p.m. by Jim Fielden.

PARKING LOT: No new items added.

OPENING REMARKS BY JIM:

- Discussed chapter of the year handouts- how can the mock trial be used in multiple categories? May need to survey member to see if they would like some involvement. Make sure we include education fund when submitting.
- Weaknesses on application - outside activities - but we can use members that volunteer and it does not have to be specific to ARMA sponsored or related events.

PROGRAMMING REPORT:

- Update list of upcoming programs passed out. Next monthly meeting State Archives meeting date 19th- have secured a classroom. Archivist will talk for a minute then tour. Total charge to chapter is \$355.00 includes parking, tables & chairs.
- Mike Johnson for March - needs to be at AEP since he will access his systems. He will confirm date; there is no issue with parking.
- April- CRM seminar at a higher overview instead by panel of CRM's. Kathy will form outline to solicit feedback from membership that currently have CRM's designation for their involvement. Such as Roger Hanson, Mike Johnson, Marty and Eugenia if in town.

TREASURER REPORT:

- Passed handout of all monthly activities. Dan moves to accept all treasure reports to date Debbie seconded motion passed. All in favor, motion passed.

MEMBERSHIP REPORT:

No Report.

NEWSLETTER REPORT:

- Deadline for articles is 1st week in February. 2 articles from Yvonne; Marty will submit seminar; Mike P will submit article about April's CRM meeting.

COMMUNITY SERVICE REPORT:

- Shred it day in conjunction with Cintas? It is advertised through web, radio, and word of mouth.
- Merry Beary Bears - raised 198 bears \$35 cash donation. Next year, the chapter will contribute a monetary donation in the amount of \$500. Cathy makes motion to contribute \$500 in monetary donation toward the Merry Beary Bears in 2009. Debbie seconded the motion. All in favor, motion passed.
- April - talking with Fireproof about shred it and could combine with food drive.

WEB SITE REPORT:

- Have gained the ability to link onto blog (Kahn). Will also link to Allen's blog (Allen gave his approval).
- Fixed the issues with attachments so Dan will begin to work on banner for sponsorship. Need to leave banners from previous sponsors so that there is a visual for vendors who we will ask for sponsorship.
- What if vendors want to advertise on our website? Is this allowed? Will need to establish a fee structure.

EDUCATION REPORT:

- Mock Trial put in foundation and promoted. Can we sell videos? Do we need sign off from ARMA International and/or vendor that taped the session? This money would be used in the education fund and a portion would go to Mike P and Marty who would travel and perform educational sessions around the Mock Trial.

SEMINAR REPORT:

- Discussing with John Montana; will have a teleconference on Friday to discuss objectives topic RM post bailout world.
- Speaker cost \$2500.00 plus travel cost.
- Facility is \$85 per person-catered lunch and snacks.
- Make sure facility knows we are tax-exempt.
- Could we increase price from \$175.00 to \$200.00 dollars per person?
- Sponsorship requests needs to go out sooner rather than later.
- Lunch with Deloitte & Touch who would like to sponsor plus have a lunch presentation no objection from group for additional speaker at seminar need to get sub-committee together.
- Have 2 tickets to raffle (Kahn) make sure you advertise in brochure. Need to get the proclamation completed.

MARKETING REPORT:

No Report.

SECRETARY REPORT:

- Meeting minutes for August, September, and December 2008 were e-mail to the board. Marty made a motion to accept the meeting minutes for August, September and December as read. Bob seconded the motion. All in favor, motion passed.

LIBRARY REPORT:

No Report.

GENERAL BUSINESS:

- Need by-laws updated. Need to add items such as e-mail voting. Committee: Jim, Dan, Mike P., Kathy, Cathy
- Need to recognize to SERS for use of building for meetings.
- Gift cards-\$500.00 toward purchases of door prizes- \$10.00 dollars increments. Cathy motioned to purchase gift cards in \$10 increments for door prizes and speaker gifts of \$25 not to exceed \$500 for the year. Debbie second. All in favor, motion passed.

CHAPTER PINS

- Redesign of chapter pin. One pin which would be purchased in large volume to use continually until next redesign. Purchase 300 @ \$1.65 each. One pin would be short supply to celebrate 40th year anniversary. 100 @ \$1.65 each. Two set ups cost but company would waive one set up. Reorder would only be cost of pins and no set up fee. Board wants final image back to use on website & newsletter. Cathy made a motion to spend \$715.00 toward the purchase of these two new pins. Marty seconded. All in favor, motion passed.

40TH ANNIVERSARY

- 40th anniversary task force is: Mike J., Cathy, & Sheila
- Want awareness in the newsletters, meetings, and website. Board members should go to the archive to look for history items.
- Big event in September for the 40th anniversary.

Meeting Adjourned - Sheila motioned to adjourn the meeting, Cathy seconded. All in favor, motion passed. Meeting adjourned at 2:20 pm

Respectfully submitted
Sheila Campbell, Secretary